

## STATEMENT OF WORK

### Mulching (484)

### West Virginia

**These deliverables apply to this individual practice. For other planned practice deliverables refer to those specific Statements of Work.**

## DESIGN

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### Deliverables:

1. Design documents that demonstrate criteria in NRCS practice standard have been met and are compatible with planned and applied practices.
  - a. Practice purpose(s) as identified in the conservation plan
  - b. List of required permits to be obtained by the client
  - c. Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.06)
  - d. Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to:
    - i. Type of material, thickness/depth, durability
    - ii. Preparatory surface treatment including vegetation measures
    - iii. Application technique by material type
    - iv. Additional requirements to conserve soil moisture, moderate soil temperature, control erosion, suppress weeds, establish vegetative cover, improve soil condition and increase soil fertility
2. Written plans and specifications including sketches and drawings shall be provided to the client that adequately describes the requirements to install the practice and obtain necessary permits. Plans and specifications shall be developed in accordance with the requirements of conservation practice standard Mulching (Code 484).
3. Documentation of needed operation and maintenance.
4. Certification that the design meets practice standard criteria and comply with applicable laws and regulations.
5. Design modifications during installation as required.

**Note:** Design of practice will be in compliance with practice standard and applicable criteria for the appropriate purpose(s). Practice specification will include the information listed in the "Plans and Specifications" and "Operation and Maintenance" section of the conservation practice standard. The design will document the clients decisions using narrative and/or jobsheet.

## INSTALLATION

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### Deliverables

1. Pre-application conference with client.
2. Verification that client has obtained required permits.
3. Staking and layout according to plans and specifications including applicable layout notes.
4. Application guidance as needed.
5. Facilitate and implement required design modifications with client and original designer.
6. Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation.
7. Certification that the application process and materials meet design and permit requirements.

**Note:** Provide written documentation of any modification of the approved design. Certify that the modification meets practice standard on appropriate NRCS form and/or letter of certification as applicable. At a minimum, documentation will include quantities and amounts. The location of the applied practice will be identified on the conservation plan map for non-structural practices.

## **STATEMENT OF WORK**

### **Mulching (484)**

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## **CHECK OUT**

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### **Deliverables**

1. Records of application.
  - a. Extent of practice units applied
  - b. Actual kinds of surface treatments used and applied
2. Certification that the application meets NRCS standards and specifications and is in compliance with permits.
3. Progress reporting.

**Note:** Meet with client to review practice operation and maintenance. Certify the conservation practice has been installed according to practice design and specifications using a letter of certification or appropriate NRCS form.

## **REFERENCES**

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- NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard  
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- NRCS National Agronomy Manual
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook